

Information Supervisors and Managers Should Know!

Human Resource Bootcamp

If you find that managing your people is like running through an obstacle course, join us for this Human Resource Bootcamp

The training is being co-sponsored by the Flathead Job Service Employers' Committee (JSEC) AND is being conducted by Jim Nys of Personnel Plus! Consulting Services, Inc.

This "bootcamp" will supply you with the latest information and help you understand the rules and regulations as they apply to personnel policies and managing people in your organization.

This series includes Montana employment rules as they apply to:

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| <input checked="" type="checkbox"/> Hiring | <input checked="" type="checkbox"/> Discrimination |
| <input checked="" type="checkbox"/> Wage and Hour | <input checked="" type="checkbox"/> Employee Discipline |
| <input checked="" type="checkbox"/> Wrongful Discharge | <input checked="" type="checkbox"/> ... and much, much, more!! |

Session 1: Feb 28 - Employment Relationship - *MT vs. Federal Rules, Temporary, Seasonal, Independent Contractors*

Session 2: March 28 - Discrimination in Employment - *Unlawful Harassment, Maternity Leave, ADA Accommodation*

Session 3: April 25 - Employee Relations - *Drug & Alcohol Testing, FMLA, Grievances*

Session 4: May 30 - Wage and Hour - *Minimum Wage & Overtime Requirements, Overtime Exemptions, Working Time*

Session 5: June 20 - Performance Management - *Discipline, Termination, Wrongful Discharge*

Session 6: July 25 - Human Resource Record Keeping - *Personnel Files, Posting Requirements, Reporting*

Session 7: Aug 29 - Recruitment and Selection - *Getting Your Share, Lawful Hiring Techniques, Record Keeping*

Session 8: Sept 26 - Personnel Policies and Procedures - *What should and should not be in them*

These workshops are scheduled from 10am to Noon, (usually the last Wednesday of the month except June—3rd Wed.), starting in February 2007 and running through September 2007. The workshops will be held at the Kalispell Chamber - 15 Depot Park, Kalispell.

The cost of the two hour sessions is \$25 per session. There is a 10% discount for those who pre-register by the 1st of every month. A 20% per person group discount is available for groups of two or more from the same organization. A 15% discount applies if you pre-register for all sessions. (Only one of these discounts may be applied.)

For more information and to register contact Bill Nelson at the Flathead Workforce Center:
406.758.6248 or wnelson@mt.gov